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# Example of Project Manager, Marketing Job Description

Our growing company is looking to fill the role of project manager, marketing. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for project manager, marketing

* Assist Technical Leadership ( BA & Dev Leads) in release roadmap development and planning
* Assist Technical Leadership in preparation for Prioritization & Project Intake Meetings
* Surface risks/issues/dependencies at Portfolio Level for resolution
* Promotes benefits of function within region company
* Identify new opportunities for growth – channels, campaigns, tactics, and test them
* Organize, schedule and lead process improvement meetings and team initiative meetings
* Own and maintain processes and process documentation related to web marketing
* Understanding, anticipating and coordinating all aspects of marketing projects with regard to brand strategies, legal compliance requirements, and internal customer requests, with little supervision
* Initiating, directing and managing individual projects and the overall scope of projects with the graphic designers and marketing assistants for the completion of the projects based on deadlines
* Identifying and understanding project goals, details and deadlines and communicating that to marketing team members to elicit collaboration and ensure clear objectives

## Qualifications for project manager, marketing

* Proficiency with all Microsoft applications, particularly MS Excel and MS Powerpoint
* 4-year college degree in a technical field, marketing or equivalent professional experience
* 2-3+ years of project and process implementation
* Makes sound, timely decisions based on adequate information
* At least 5 years of Project Management experience managing Brand/Marketing projects
* At least 5 years of marketing experience either supporting corporate or an agency